

Job Title: Police Assistant
Department: Police
Reports To: Supervisor of assigned Division

Job Summary

Apply knowledge of Texas laws, city ordinances, police procedures, and criminal behavior to assist in resolving problems within the City. Perform research, clerical tasks, and development. Present programs to civic organizations. Prepare and submit police reports and assist with criminal investigations. May be assigned to assist any division of the department.

Principal Duties and Assignments

1. Collect and assess information regarding noise abatement and related issues.
2. Deliver presentations to civic and student organizations. Promote good public relations and inform citizens of police activities and crime prevention programs.
3. Establish and maintain files of reports, bulletins, and other related data.
4. Assist in criminal investigations and conduct follow-up investigations on incidents requiring Police Department involvement.
5. Prepare, develop, submit and maintain statistical and written report(s) as required.
6. Research and analyze data to identify offense patterns and repeat offenders.
7. Serve as liaison to property owners and managers.
8. Answers citizens' questions concerning laws and city ordinances. Provides citizen assistance when appropriate.
9. Secure crime scenes and preserve evidence as needed.
10. Perform related duties as assigned.

Other Aspects of the Job

Required: High school diploma or GED equivalent. One (1) year of progressive administrative experience. Type 20 words per minute. Excellent oral and written communication skills. Strong public speaking skills. Ability to deal with public relations problems and complaints in a courteous and tactful manner. Ability to make judgments based upon knowledge of department policies and procedures. Valid Texas Driver's License. Must not currently be or have been within the last ten (10) years on court-ordered community supervision or probation for any criminal offense of the grade of a Class B misdemeanor or above. May not have been convicted of an offense of the grade of a Class B misdemeanor or above within the last ten (10) years. May not have been, at any time, convicted of a felony offense or any family violence offense.

Preferred: Experience working for a law enforcement agency in an administrative capacity. Knowledge of the latest Microsoft Windows operating system, Microsoft Office Professional, and geographical information systems (GIS).